# JOB DESCRIPTION

Position Title: **Principal Analyst**　　　　　　　　　　　　Working Title: **Programmer**

Class Code: <u>4909</u>　　　　Exempt　　　　　EEO Code: <u>03</u>　　　　　　Effective Date: <u>October 1, 2001</u>
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**Major Function**

Technical work in the preparation and programming of computer applications. Responsibilities include planning and programming systems for producing reports or data through application and the use of midrange or PC equipment.

**Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Design program logic, screens, forms and record layouts to meet system specifications and project schedules and develop data conversion. Design programs and applications through the use and study of data requirements, setting up data layouts and output formats. Develop flowcharts and logic block diagrams, program coding and testing until errors are eliminated. Work is monitored and reviewed through draft specifications and work plans, interim results, and adequately completed and properly formatted as a program application.

Prepares flowcharts, codes and develops new programs in various languages. Maintain existing programs and systems. Prepare test data, test program, analyze test results and correct problem programs. Document program according to the department standards and develop customer documentation. Instruct customers on use of on-line systems and related programs. Prepare various status reports and records.

Perform other duties as necessary or as may be necessary.

**Minimum Qualifications**

Knowledge of programming languages including FoxPro, Access and Dbase. Knowledge of operating characteristics, capabilities and limitations of local and wide area networks, computer equipment and operating systems.

Ability to analyze problems and resources and initiate programs and applications designed for improved productivity. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with the public, county staff and elected officials. Ability to prepare program documentation and written operating instructions required for computer operations. Ability to design forms and record layouts. Ability to conduct tests, analyze test results, detect and correct programming errors.

Beachelor's Degree with major course work in Information Services, or a related field and one (1) year programming experience.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

**Working Conditions**

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Some duties performed will require lifting objects weighing approximately 25 pounds.